



## Planning and Development Review Department

P.O. Box 1088, Austin, Texas 78767

One Texas Center, 505 Barton Springs Road

Telephone: (512) 974-6370 Fax: (512) 974-2423

### Site Development Exemption Request Process

#### NOTE...

~~A request is reviewed the next business day after its submittal. If the request involves further research, the review will require additional time. The applicant should will be informed of its the application results by electronic mail, fax transmittal, or telephone by the next business day. If you have not been informed within three ten (10) business days of your submittal, For questions about the status of an application or fee information, please contact the Processing staff Development Assistance Center at (512) 974-2774 or (512) 974-9747 for its status. The processing staff cannot provide technical information; however, they will provide the status of the application in the review process and fee information.~~

An applicant must complete the processing of an exemption request within **five (5)** business days from its approval date. If the process is not completed within this timeframe, a new request must be submitted and may incur additional fees.

**Denied requests** are available for customer pick-up in the Development Assistance Center on the 1<sup>st</sup> floor of One Texas Center, 505 Barton Springs Road.

#### Step 1...

Provide all information requested on the attached **Site Development Exemption Request** form. An incomplete request form will not be accepted. Specific or additional information regarding the exemption may be attached as a memorandum or letter.

#### Step 2...

Provide a site plat or survey plan as your “exhibit” that shows the existing site conditions and the proposed development activity to be reviewed. Your exhibit should be at a 10 to 30 engineering scale or a  $\frac{1}{8}$ ” to  $\frac{1}{2}$ ” architectural scale. It should indicate, but is not limited to,:

- existing trees
- buildings
- parking areas
- roadways/streets
- all areas of impervious cover levels (existing & proposed)
- erosion controls (i.e.: silt fencing, tree protection)
- easements
- limits of construction
- type of construction
- location of construction
- accessible parking
- access route
- on-site sewage (septic) systems

#### Step 3...

Attach the completed request form to your exhibit along with any other support materials and submit to the Development Assistance Center, located on the 1<sup>st</sup> floor of One Texas Center, 505 Barton Springs Road. Submittal hours are between 7:45 a.m. and 4:45 p.m., Monday through Friday.

If you have any questions regarding the Site Development Exemption request process, please contact the Processing staff at (512) 974-2774 or 974-9747, Monday through Friday, 7:45 a.m. to 4:45 p.m.

E-Mail address: \_\_\_\_\_



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### Site Development Exemption Request

Site Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning: \_\_\_\_\_ Watershed: \_\_\_\_\_ Flood Plain? ☐ Yes ☐ No

Existing Land Use(s): \_\_\_\_\_

Proposed Land Use(s): \_\_\_\_\_

Brief /General Description of the Development being sought:

**Attach a detailed description of the proposed development in a memorandum or letter and a site plat or survey plan that graphically indicates, but is not limited to,:**

- |  |  |
|--|--|
| ✓ existing trees   | ✓ limits of construction                           |
| ✓ buildings  | ✓ type of construction                             |
| ✓ parking areas  | ✓ location of construction                         |
| ✓ roadways/streets   | ✓ accessible parking                               |
| ✓ all areas of impervious cover levels (existing & proposed) | ✓ access route                                     |
| ✓ erosion controls (i.e.: silt fencing, tree protection)     | ✓ on-site sewage (septic) systems and drain fields |
| ✓ <u>easements</u>   |  |

I, \_\_\_\_\_, do hereby certify that I am the  
(PRINT NAME)

☐ owner ☐ owner's agent (*to act as the owner's agent, written authorization from the owner must be provided*) of this described property, and in this capacity, submit this request for exemption from the site plan submittal requirements pursuant to Chapter 25-5-2 of the Austin City Code.

Furthermore, I certify and acknowledge that:

1. Although the proposed development does not require a formal site plan approval, it may require, prior to beginning any site work, the approval of the subdivision or issuance of a building, remodel, and/or demolition permit;
2. Although the proposed development complies with all applicable zoning regulations, it does not prohibit enforcement of restrictive covenants and/or deed restrictions;
3. The approval of this exemption request does not constitute authorization to violate any provisions of the Austin City Code or other applicable requirements, which includes the use or occupancy of the improvement.
4. The approval notice with paid receipt shall be clearly posted on-site and protected from the elements at all times.

\_\_\_\_\_  
Signature of Requester

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please indicate how you wish to receive a copy of the results of the review:

☐ FAX: \_\_\_\_\_ ☐ E-mail Address: *Please provide e-mail address on other side of form*